

Technical Training Competency 4.3

Competency 4.3 Technical training personnel shall demonstrate the ability to plan, conduct and document an evaluation of a technical training and qualification program activity (e.g., monitor an oral examination, evaluate an OJT session, review the content of a training course).

1. Supporting Knowledge and/or Skills

- a. Establish the criteria to be used as a basis for conducting the evaluation.
- b. Develop a checklist or guidesheet to assist in performing and documenting the evaluation or the activity.
- c. Evaluate the activity.
- d. Document the results of the evaluation using a performance checklist or surveillance guidesheet.
- e. Report the results of the evaluation to facility management and DOE management as appropriate.

2. Self-Study Activities (corresponding to the intent of the above competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

Read Sections 4.4.1, 5.2.2, 5.2.3, 6.1.2, and pages 39-40, 49, 54-58, of DOE-HDBK-1078-94, U.S. Department of Energy *Training Program Handbook: A Systematic Approach to Training*.

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Read Section 5, pages 5-1 through 5-28, of *The Occasional Trainer's Handbook*.

EXERCISE 4.3-A Review Attachments 28, 29, 34, 35, 39, 41, and 42 of DOE-HDBK-1078-94, U.S. Department of Energy *Training Program Handbook: A Systematic Approach to Training*.

EXERCISE 4.3-B Complete the exercises listed in Section 5.0 of *The Occasional Trainer's Handbook*.

3. Summary

Evaluation of a technical training and qualification program activity typically includes the following criteria, as a minimum:

Criteria	Applications
Are the materials prepared at a level of skills and knowledge appropriate to the trainees?	Determine whether material content can be related to expected entry-level skills and knowledge, including appropriate reading level of the trainees.
Are the materials clearly written and presented so the trainee can complete the required learning activities?	Determine whether selected trainees can use the materials and complete the learning activities.
Do the materials reflect the learning objectives of the desired program?	Assess the material, comparing the learning objectives to those of the desired program, and determine which learning objectives are not covered adequately.
Are the materials consistent with other materials used in the training program or the mastery of the learning objectives?	Analyze sets of materials to determine whether they are supportive and provide an effective progression of learning.
Do the materials conform to the learning activities of the desired program?	Analyze the materials, comparing the learning activities to those of the desired program. Identify any deficiencies.
Are the materials practical for use in the given facility situation?	Determine whether the materials can be used in facilities with available equipment, time, and space, and with the number of trainees planned.

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4. Exercise Solutions

EXERCISE 4.3-A Review Attachments 28, 29, 34, 35, 39, 41, and 42 of DOE-HDBK-1078-94, U.S. Department of Energy *Training Program Handbook: A Systematic Approach to Training*.

ANSWER 4.3-A None required.

EXERCISE 4.3-B Complete the exercises listed in Section 5.0 of *The Occasional Trainer's Handbook*.

ANSWER 4.3-B None required.